

# **FRAMFIELD PARISH COUNCIL**

## **TERMS OF REFERENCE**

### **PLANNING COMMITTEE**

#### **Purpose**

The Planning Committee (PLC) is responsible to the Parish Council (PC) for ensuring that planning applications are dealt with in a fair and professional manner. The PLC will make regular reports to the PC.

#### **Membership**

The PLC has a maximum of 6 members. The quorum will be 3 members.

#### **Operation**

The Clerk will receive all planning applications from WDC offices electronically. The Clerk will review applications and discuss the applications with the Chairman before meetings of the PLC if required. The Clerk will minute meetings of the PLC and draft the required response to WDC.

The recommendations of the PLC shall be made direct to Wealden DC on behalf of the PC. Site visits may be made at the discretion of the Chairman or at the request of a member.

Delegation of comments on any application can be made by the Chairman together with two other members should there not be a meeting scheduled within the required timescales.

The PLC will normally meet prior to every full Council meeting. At the discretion of the Chairman other meetings may be called to deal with particularly urgent or sensitive matters. Any matter of potential embarrassment to the PC as a whole must be reported to the PC as a matter of urgency.

#### **Financial Delegation**

The PLC operates on behalf of the PC and may initiate appropriate financial action but wherever this may incur expenditure of more than £50, PC approval will be required beforehand.

Approved by Council – January 2017